

FW: Raise for Wallis?

Subject: FW: Raise for Wallis?
From: Ellen Riotto <ellen@southpark.la>
Date: 12/20/17, 10:43 AM
To: Robert Buente <bbuente@1010dev.org>

FYI

From: CATHERINE CHABOT <cchabot14539@sbcglobal.net>
Reply-To: CATHERINE CHABOT <cchabot14539@sbcglobal.net>
Date: Wednesday, December 20, 2017 at 9:09 AM
To: Ellen Riotto <ellen@southpark.la>
Subject: Re: Raise for Wallis?

Ellen,

It sounds like you did do exactly what was needed. I was happy to help.

Hope it all works out, but like you said if not you have everything you need to move forward.

I am doing better thank you, I have never been that sick and hope to never be again.

Kind regards,
Cathy

On Tuesday, December 19, 2017 2:07 PM, Ellen Riotto <ellen@southpark.la> wrote:

Hi Cathy,

I wanted to give you a follow up on how my conversation with Wallis went last week.

I started off by outlining what I wanted the outcomes of the convo to be: review her work,

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year to date, communicate her current standing, and explicitly outline what success is going to look like if this position is going to work out. I laid out how each time we've had one of these conversations, her performance improves for 6-8 weeks, and then drops off again. I made it clear that this would be the very last of this type of conversation, and if her work ethic and attitude is not consistently improved, it's over.

I gave her a list of metrics that I use to assess her successes:

1. Arrive at the office by 9:30am every day
2. Timeline of newsletter drafts and deliverables
3. Green Carpet deadlines
4. Max 48 hr email response time

We also outlined her roles and responsibilities and talked about how she would like to be spending her time. I was very direct in asking her "this is only going to work if you actually want to be here. Do you actually want to be here?" To which she responded, "yes definitely."

I'm happy with how our conversation went. I think I made myself as clear as possible, and I think she heard me. Only time will tell, but I now feel confident that if the friction continues, I sincerely have done all I can.

Thanks for your guidance throughout this process.

All the best,

Ellen

PS. I hope you're feeling better! It sounds like you've had a tough winter!

From: CATHERINE CHABOT <cchabot14539@sbcglobal.net>
Date: Thursday, December 7, 2017 at 4:52 PM
To: Ellen Riotto <ellen@southpark.la>
Subject: Re: Raise for Wallis?

Hi Ellen

I have been sick but maybe I can do 1:00 to 1:30. I will text you in the morning if I am not up to it.

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Thanks

Cathy

Sent from my iPhone

On Dec 7, 2017, at 11:39 AM, Ellen Riotto <ellen@southpark.la <mailto:ellen@southpark.la>>
> wrote:

Hi Cathy,

I hope you're doing well.

I'm reaching out because I need your advice on how to handle Wallis' one-year mark. As I've mentioned before, it was a rocky start with Wallis, and continues to be not-so-smooth (but not exactly "bad"). She hit her one year mark just after Thanksgiving, and it's customary for employees to get a pay bump. However, in her case, I don't feel it's necessarily earned. Would love to hear your thoughts. Do you have time for a quick call either today after 4pm or tomorrow 11am-12pm, or 1-1:30pm?

Thanks in advance,

Ellen

Ellen Riotto

Executive Director

<image001.png>

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